

Important Kaeli Information

Time Commitment

(The following list provides the amount of time you will need to commit to complete Kaeli requirements.)

Time away from program site

July 7 (9:00 – 3:30)	Registration; course introduction; distribution of resources; and other activities provided by the Kaeli Director and instructors – Western Kentucky University, Bowling Green
July 26-28	Intensive sessions focused on reading/writing strategies; group work; introduction to Webquest – University of Kentucky, Lexington.
September 15 (9:00-3:30)	Statewide Networking Seminar #1, to be advised
October 27 (9:00 – 3:30)	University cadre follow-up session at university Western Kentucky University, Bowling Green
Oct/Nov	Peer visit or coaching visit – timing of visit determined in consultation with colleagues and Kaeli director.
February 9 (9:00-3:30)	University cadre follow up session, To be advised. Alternative dates will be set in case of snow.
Feb/Apr	Peer visit or coaching visit – timing of visit determined in consultation with colleagues and Kaeli director.
April 20 (8:30 – 4:00)	Statewide Networking Seminar #2 - round table presentations of key topics and ongoing learning. Presentation of certificates and awards. Lexington

This totals 9 days away from your program site (spread over the year) and may involve 7 nights lodging which will be reimbursed.

Personal time

This is a rigorous university course. You will also need study time each week and occasionally, some extra time commitment at work to complete Kaeli assignments related specifically to your work.

University Requirements

Textbooks and reading set

These will be provided for you. You will be directed to other articles and books in line with your particular interest of study.

Online learning

You will need access to a computer to complete the online segments of the course and to seek and read articles and e-books relevant to assignments. Assignments should be sent to your instructors on time and preferably in e-format.

Case Study – adult learner

All participants will be asked to conduct a case study with an adult learner. This assignment may be adapted to meet the individual needs of participants.

Attendance

If you have a personal or family crisis and cannot complete the course, every effort will be made for you to withdraw from the course without penalty. You will not have met university or professional development requirements if you are not in attendance for the full time during the 1 or 3 day sessions. If you do not meet course requirements or choose to withdraw from the course, university regulations will apply.

KYAE Information

Lodging and Meal Reimbursement

You will be provided with an information booklet on your first day of course that will detail the reimbursement procedures lodging and meals.

Fees and other costs

This professional development opportunity is provided for adult educators who have a genuine interest in furthering the learning experiences for themselves and their students. Registration and tuition fees will be paid from the KAELI grant. A minimum of \$150 in books and resources will be provided. KYAE invests a considerable amount of money and resources in this professional development for you and in return you are expected to meet all university requirements for course credit especially the attendance expectations set out in this document.

Attendance Expectation

You must attend all KAELI sessions, except for emergency situations, and successfully complete all assignments to receive university graduate credit; a KAELI certificate; other awards and meet KYAE/CPE professional development requirements on receiving a B grading.

If you choose to withdraw from the course or do not complete the assignments, you will be asked to return all books and materials. Funding to attend KAELI is only provided once per adult educator.

KYAE/CPE requires that at least one KAELI graduate will be employed within each program to act as the reading/writing advisor for other educators at that program.

Payment

Remuneration for attendance at KAELI is at the discretion of your program manager. It is expected that you will receive your normal salary while attending KAELI. If you work less than 20 hours per week in a KYAE funded program and have chosen to attend KAELI, you and your program manager will negotiate the remuneration you will receive. There is no payment for study time or extra time required to complete study related assignments. If you or your program manager has concerns about remuneration during your KAELI attendance, please contact Terry Pruitt.